

## CHAPTER 1 ORGANIZATION AND RESPONSIBILITY

### **671—1.1(17A,304) Description of organization.**

**1.1(1) *State records commission.*** The membership of the state records commission is composed of the secretary of state, the director of the department of cultural affairs, the treasurer of state, the director of revenue and finance, the director of the department of management, the state librarian, the auditor of state, and the director of the department of general services, who acts as secretary. The chair position is elected annually. The commission meets quarterly and at the call of the chairperson.

**1.1(2) *Printing and records division.*** The printing and records division of the department of general services provides administrative personnel and services for the state records commission. The printing and records division includes the state printing and records administrator, an administrative support staff, and a micrographics section.

**1.1(3) *Location.*** Communication with the state records commission may be established through Printing and Records Division, Department of General Services, Grimes State Office Building, Des Moines, Iowa 50319.

### **671—1.2(304) Definitions.**

**1.2(1) *Record.*** Record means a document, book, paper, photograph, sound recording, electronic media or other material, regardless of physical form or characteristics, made, produced, executed or received pursuant to law in connection with the transaction of official business of state government. “Record” does not include library and museum material made or acquired and preserved solely for reference or exhibition purposes, miscellaneous papers or correspondence without official significance, extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.

**1.2(2) *State records management program.*** The state records management program is a program developed and implemented by the state records commission to provide for the efficient and economical management of records of state agencies, including the utilization of space, equipment, and supplies needed for the purpose of creating, maintaining, storing, servicing, and retirement of records.

**1.2(3) *Agency.*** For the purpose of these rules, agency means any department, office, commission, board or other unit of the executive branch of state government except the Iowa department of transportation and the agencies and institutions under the state board of regents.

**671—1.3(17A,304) Responsibilities.** The state records commission is responsible for the determination of those state agency records of sufficient administrative, legal, fiscal, research, or historical value to warrant continued preservation; the determination of those state agency records of no further administrative, legal, fiscal, research, or historical value, which records should be disposed of or destroyed; the establishment of a system for the protection and preservation of state agency records essential for the continuity or reestablishment of governmental functions in the event of an emergency arising from enemy action or natural disaster; the approval of all records filing, storage, digitizing, duplicating, and microfilming systems and installations within or maintained by state agencies; and the approval of the purchase, rent, or lease of all records filing, storage, digital, duplicating, or microfilming equipment, supplies, and services by state agencies.

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